

Promoting Safe & Stable Families Community Needs Assessment & Funding Application Toolkit

Tools	Requirements	Important Dates
Planning Funds	Each participating locality can request up to \$500 in optional funding to assist in completing the new community needs assessment. <u>The funds are available April 1 – May 31, 2008; requires a local match 15.5% and are to be used, if needed to get the planning and assessment process underway.</u> Guidelines governing the use of the planning funds are in <u>Appendix A</u> .	April 30, 2008
<p>The \$500 in available planning funds are to be used essentially to:</p> <ol style="list-style-type: none"> 1. Develop and implement a broad, inclusive approach to involving a diverse group of key community stakeholders in the community needs assessment and planning process; 2. Plan activities that will have the most significant and longest lasting impact upon the process and desired community outcomes. <p>Please submit <u>Appendix B</u> the <u>Requesting Community Needs Assessment Planning Funds</u> form to receive the funds. The form must be signed by the chairperson of the work group (e.g., Community Policy and Management Team Chair) and the director of the local department of social services. The Family Preservation Program Supervisor will authorize release of the \$500 planning funds upon receiving completed forms. <u>The deadline for requesting the planning funds is April 30, 2008.</u></p> <p>The \$500 will be kept separate from the locality’s SFY 2008 (June 1, 2007 – May 31, 2008) allocation. The amount approved during SFY 2008 should be expended by May 31, 2008. However, the locality’s balance of the \$500 can be approved by a LASER BRS request in SFY 2009. The balance must be expended by December 31, 2008.</p>		
Planning Process	Read the <u>Introduction</u> in the “ <u>Needs Assessment Guidelines and Funding Application for SFY 2010</u> ” and review the “ <u>Interim Guide for Program Period 2010-2014</u> ” distributed during the 2006 and 2007 PSSF Regional trainings.	Immediately
<ol style="list-style-type: none"> 1. The first step in the planning process involves the Community Policy and Management Team (CPMT), or its designee, convening a steering committee of public and private agencies, consumers and providers of prevention services, advocacy organizations, housing authorities, and concerned parents and other individuals to examine the community assessment process, the available funding and determine whether to make a commitment to the development and submission of a plan for SFY 2010. 2. The work group will need to stay together long enough to examine the community assessment process and the work associated with it, assess the amount of funding and its potential impact on the community, and decide whether or not to fully participate in the program. The work group should participate in the completion and review of the “Inventory of Community Services, Needs and Gaps” (see the Community Needs Assessment template.) <p>It is not enough just to have parents and service consumers at the planning table. It is essential that your community develop and carry out strategies for actively involving families (birth, kinship, foster, and adoptive) and other consumers in the assessment and planning effort.</p>		

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Community Needs Assessment & Funding Application for SFY 2010 (<i>Template</i>)	<p>The purpose of this document is two-fold:</p> <ol style="list-style-type: none"> 1. It provides a template to guide localities in developing and preparing the Community Needs Assessments. 2. It is the PSSF application for SFY 2010 funding (the first year of the five year plan cycle). 	<p>September 30, 2008 (*Revised Date)</p>
<p>The Community Needs Assessments consists of Forms 1, 2, 3 and the Narrative. The Application for Funding is comprised of Forms 4, 5 & 6. The needs assessment should include a Table of Contents and page numbers. Please be sure to submit all by September 30, 2008. The template and forms are available on the VDSS public Web site at: http://www.dss.state.va.us/ under Community Partners.</p> <p>Form 1: Cover Sheet Form 2: Title IV-B, Subpart 2 CFSP: Assurances Form 3: Inventory of Community Services, Gaps & Needs – <u>On-line accessibility may be available in June 2008¹</u> Form 4: Community Plan Summary Form 5: Budget Summary Form 6: Detailed Budget Form 7: Evaluation Criteria – <i>Used by VDSS Home Office Staff</i></p> <p>Applications and budgets can not be e-mailed or faxed. The original signature pages are maintained on file with VDSS.</p> <p><i>The 2010 – 2014 PSSF “proposed” allocations and funding formula are based on the following local data:</i></p> <ol style="list-style-type: none"> 1. Population estimates ages 0-17 reported by U.S. Census (July 2005) 2. Poverty estimates ages 0-17 reported by U.S. Census (2003) 3. Number of valid CPS complaints reported by DSS (SFY 2006) 4. Number of unduplicated children served reported by CSA (2005) 5. Intake complaints for ages 0-17 reported by DJJ (2006) 6. Number of foster care children with a goal of return home reported by DSS (July 1, 2006) 7. Number of adult and children substance abuse consumers reported by DMHMRSAS (SFY2005) 8. Number of children receiving special education services as reported by DOE (December 1, 2005) <p><i>The above information is located in the spreadsheet labeled “PSSF Proposed New Allocations Plan Period 2010-2014.” The allocations amounts are listed on the “Examples” sheet in the blue column. The variables data for each locality are located on the “Limited FIPS” sheet. Scan across and down each page to view the data. The needs assessment narrative should include one or more examples of how the locality will address the reported data during the five year funding period.</i></p>		

¹ This inventory also includes an addendum to assist in obtaining information from localities requested by VDSS Child Protective Services (CPS).